

## **The Balance of Rights and Responsibilities Between Volunteers and Paid Staff**

### **The Volunteer Has**

#### **The Right To:**

1. a job that is worthwhile and challenging.
2. be trusted with necessary confidential information.
3. be kept informed on what is happening in the organization.
4. expect that his/her tasks have been planned.
5. an assignment that will promote learning and growth.
6. orientation and training.
7. receive advice and support from a designated supervisor.
8. appropriate recognition even on a day-to-day basis.
9. be treated as a non-paid staff member.

#### **The Responsibility To:**

- know his/her limits
- respect confidences
- follow organizational guidelines
- prepare for each work assignment
- use time wisely; not interfere with other's performance
- acknowledge the need for training and participate fully
- consult with the supervisor when unclear on policy or action
- give constructive feedback that will improve effectiveness
- work as a team member

### **The FWS Employee Has**

#### **The Right To:**

1. decline any volunteer thought unsuitable.
2. expect that the volunteer will complete assignments accepted.
3. give instructions as to how the work is to be done.
4. evaluate the volunteer's performance
5. report problems and progress to person who coordinates volunteers.
6. schedule volunteers when work space is available.
7. own opinion on the merit of volunteer involvement.

#### **The Responsibility To:**

- make all necessary qualifications known ahead of time
- provide for adequate time and training for each assignment
- make sure the volunteer understands the task
- set and maintain standards
- keep good communication with volunteer program coordinator
- provide adequate, pleasant work space
- not overgeneralize about volunteers